

SECOND ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is the supervision of all fire suppression activities of an assigned fire district during one shift. Employees of this class respond to alarms for fires or other emergencies within the assigned area and assume command of operations until relieved by a superior officer. The Second Assistant Fire Chief has direct responsibility for all station captains in the assigned area, providing supervision and assistance and seeing that all equipment and apparatus for that district is maintained and that all records are kept. Second Assistant Fire Chiefs work with a high degree of independence in most areas, with work reviewed and special assignments given by a First Assistant Fire Chief or by the Fire Chief. This class ranks directly below that of First Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire district on an assigned shift. Makes inspections of assigned stations and evaluates effectiveness of operations, taking appropriate action to correct or improve problem areas. Investigates accidents involving district equipment or personnel and takes appropriate action. Purchases equipment and supplies required by the district.

Responds to all alarms or emergency calls for the assigned district. Supervises subordinate employees at the scene of a fire or emergency. Performs size-up of the emergency scene, including determining the nature and extent of emergency, condition of buildings at the emergency scene, danger to adjacent structures, and sources of water supply. Directs fire fighting, rescue, pump operations, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency. Personally acts as part of the fire attack team.

Investigates the causes, origins, and circumstances of all fires occurring in the assigned district. Sees that the fire scene is secure to prevent removal or damage of arson evidence. Collects and labels evidence of possible arson and assists arson

investigation personnel. Testifies in court when required. Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws and inspects or directs the inspection of structures in and assigned area. Collects information for pre-fire planning.

Gives talks and demonstrations about the work of the fire department. Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Supervises all assigned department employees. Inspects the appearance of equipment and subordinate personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance in technical areas of work. Counsels subordinates and maintains discipline. Conducts classroom training, drills and evolutions, and provides on-the-job training.

Supervises the preparation and maintenance of the records and reports of the assigned fire district; reviews records completed by subordinates and inspects systems and facilities for keeping records. Personally completes assigned forms and records, including LFIRS reports.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and grounds, and related department property in the assigned district. Assures that all equipment meets all applicable federal, state, and local standards.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical

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fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

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